

Central Area Michigan Works! Consortium

Educational Advisory Group (EAG)

Meeting Minutes

November 10, 2010

Members Present	Members Absent
<p>Carolyn Bennett, Middle Michigan Dev. Corp Teri Brecht, Gratiot-Isabella RESD Doug Bush, Shepherd Public Schools Dennis Dunlap, Ph. D., Gratiot-Isabella RESD Bill Henderson, APPI Kevin Meade, Firstbank Mike Pung, Mt. Pleasant Area Tech. Center Rob Spohr, Montcalm Community College</p>	<p>Ed Albert, Belding Public Schools Janet Bloomfield, CAMWC Joe Pius, Mt. Pleasant Public Schools Anne Sharkey Scott, Heartlands Jeanine Bellinger, Shepherd Public Schools Traci Gavenda, Ithaca Public Schools Pat Nelson, Gratiot Area Chamber Paula Fortino, Montcalm Area ISD</p>

1. **Perkins Grant update** – Over three hundred and fifty (350) students at Saranac High School participated in the “Finding our Dream Career” assembly. This assembly-style presentation focused on doing career research, developing a network of people in the career, and creating a plan to pursue the dream career. All students in seventh, eighth, and ninth grades at Breckenridge Community Schools spent the first four days of the 2010-11 school year completing Career Cruising. Career Cruising is industry-leading online career guidance and planning system. Students of all ages use these tools to find the right career, explore education and training options, and build their own portfolio. The ninth graders used Career Cruising to complete his/her Education Development Plan (EDP). The (EDP) has six basic elements which are: personal information, career assessment results, career pathway goals, plan of action, educational/training goals, and parent/family consultation and endorsement.

A total of one-hundred seventy nine (179) seventh and eighth grade students from Ashley, Beal City and Ithaca schools participated in a health care school-to-work program on Monday, November 1, 2010. This very structured hands-on program gave the students an opportunity to talk with health care professionals. The students talked to a nurse, a sleep technician, a pharmacist, a radiologist, a rehabilitation counselor, and a laboratory technician. These professionals represented the following areas in the health care industry: clinical, patient support services, technical and business.

Rob Spohr gave an update on the free summer camps for the local area high school students. Students could choose from Alternative Energy, Chemistry, Crime Scene Investigation (CSI) and Health Care camps. Rob reported that the number of participants was low. There was a discussion on how to get more students to attend, possibly changing the start dates, getting the word out earlier to the students and maybe having Ken Gothman hand out flyers as a part of his presentation.

2. **Adult Learning Transition-** On October 26 a second meeting was held to discuss the adult learning transition. Representatives from adult education, DELEG, MDOC, LEA, literacy and reading councils, community colleges, and Michigan Works! met to discuss: formula vs. competitive funding, the role of the regional fiscal agent, programs, services, locations, assessments, staffing barriers to students, and the next steps which will include a time line for completion. The representative group will be meeting a couple of more times in order to prepare for the June 1, 2011 grant application deadline.
3. **EAG Membership and By-Laws** – A motion was made by Kevin Meade and supported by Mike Pung to accept the new EAG memberships (*see page three*) and revise the by-laws to reflect the new membership recommended by the members at the September 15 meeting.
4. **Other Business** – Carolyn Bennett addressed the need for skilled employees (welders & fabricators) for local businesses. Dennis Dunlap and Mike Pung agreed to look into this matter, first by contacting Kathy VanderLaan, Business Solution Manager from Central Area Michigan Works! Consortium (CAMWC) and working with the instructors at the Mt. Pleasant Area Technical Center (MPATC).
5. **Next Meetings** - The following dates were approved for the next two EAG meetings; Friday, February 25, 2011@11:30 Huron Room (MAISD-621 New St, Stanton) and Friday, May 6, 2011 at 11:30 a.m. (GI-RESD-1131 E. Center St., Ithaca).

Meeting Adjourned -1:00

EAG Membership Current, Required, and Recommended

<u>Current Membership according to By-Laws 10/15/01</u>	<u>State Law Required</u>	<u>Recommended for membership from EAG meeting 9-15-10</u>	<u>Current Members</u>
Adult Education (1) Area Career Center Admin. (2)		Adult Education (1) Area Career Center Admin. (2)	Mike Pung Ann Sharkey-Scott
Chamber of Commerce Representative (1) Elementary School (1) General Business Representative (Employer) (4)	Career & Technical Educators General Business Representative (Employer)	Adjourn- General Business Representative (Employer) (4)	Pat Nelson Bill Henderson Kevin Meade
High School (1) ISD School to Work Consultants (3) ISD Superintenden (1)			
K-12 Curriculum (1)	Intermediate School Districts (ISD's)		
Middle School (1)	Labor Representative	K-12 Curriculum (1) Labor Representative (1)	Traei Gavenda Ed Albert
MS or HS Academic Teacher (1)	Academic Educators	MS or HS Academic Teacher (1)	Jeanine Bellinger
Parent (1)	Public School Parents	Parent (1)	Teri Brecht
Postsecondary Institutions (Community College) (1)	Postsecondary Institutions (Community College)	Postsecondary Institutions (Community College) (1)	Rob Spahr
Regional CTE Admin. (1)	Local School Districts (ISD's)	Regional CTE Admin. (2)	Dennis Dulap Paula Fortino
Service Delivery Agency (SDA) (1)		Service Delivery Agency (SDA) (1)	Janet Bloomfield
Workforce Development Board (WDB) Members (4)	Workforce Development Board (WDB) Members	Workforce Development Board (WDB) Members (2)	Doug Bush Carolyn Bennett
Total Membership (25)	Total Member (9)	Total Membership (17)	

**Bylaws of the Educational Advisory Group
serving Gratiot, Isabella, Ionia and Montcalm Counties**

Adopted 4/19/99 - Amended 11/10/10

Chapter 1: Establishment of the Educational Advisory Group (EAG)

Pursuant to the Michigan School Aid Act of 1998, (hereinafter referred to as the Act), and the Rules and Regulations promulgated by the Michigan Department of Education and the Michigan Department of Career Preparation and in relation thereto, the Educational Advisory Group (hereinafter referred to as EAG) is hereby established, which shall operate pursuant to the following bylaws in conjunction with the Michigan Department of Career Preparation (hereinafter referred to as MDCP) and the Michigan Department of Education (hereinafter referred to as MDE).

Chapter 2: Areas to be Served by the EAG

The areas to be served by the EAG are located within the school districts with central offices in the geographical boundaries of the counties of Gratiot, Ionia, Isabella, and Montcalm (hereinafter referred to as the EAG Service Area).

Chapter 3: Purpose of the EAG

The EAG function shall be to ensure that all appropriate groups have an opportunity to participate in the planning and development of a Career Preparation Action Plan for the intent, plan, and usage of the Career Preparation monies as defined under the Act. The EAG helps to ensure that an equitable system is established, whereby, educational agencies have an opportunity to provide needed services. The EAG also assists to ensure that all Career Preparation activities enhance or complement the area's overall employment and training plan. The EAG shall carry out this function by participating with all interested educational providers in the development and implementation of Career Preparation activities under the Act. The EAG is authorized to review and monitor all Career Preparation activities operating within the EAG Service Area for the purpose of improving the utilization and coordination of such services. Procedures for evaluating such activities shall be developed in cooperation with MDE, MDCP and such agencies to be affected thereby.

Chapter 4: Membership of the EAG

The EAG shall consist of (17) representative from the following representation: 2 Workforce Development Board Members, 1 Chamber of Commerce, 4 Business Representatives, 1 Service Delivery Agency, 1 Parent, 1 Labor, 1 Local Education Agency K-12 Curriculum, 1 Education -Local District, 1 Post-Secondary Institution, 2 CTE Administrator, 1 Middle/High School Academic Instructor, 1 Intermediate School District (ISD). Membership of representatives from other human service organizations is to be a EAG option. The elected Chair of the EAG is to be a representative of the education sector. The EAG representatives are to emerge from the local community with the consensus of the sector they represent.

- (a) Terms: EAG members shall be appointed to on-going terms. In the event a member resigns or is removed from the EAG, a new member shall be appointed by the EAG sector they represent within sixty (60) days of such resignation or removal in the same manner as original appointments.
- (b) Alternates: Alternates will serve on the EAG in the absence of regular EAG members and at the direction of the Chair, and in that capacity assume all the rights and privileges of the member they are chosen to represent. Alternates must represent the sector of the EAG member they replace.
- (c) Removal of EAG Members: Members of the EAG are subject to removal from the EAG if they attend less than 50% of scheduled meetings in a given year or they miss three or more consecutive meetings.

Chapter 5: Organization of the EAG

The offices of the EAG shall be the Chairperson and Vice Chairperson. Election of officers shall be held at the regular EAG meeting in September of each year. If any office becomes vacant at any time between elections, the EAG members shall hold a special election to fill the office. The person elected for such office shall serve until the next annual election. Officers may be re-elected. The EAG Chairperson shall be selected from among the education sector members. The EAG Vice Chairperson may be from any EAG sector.

The recipient of the EAG Administrative Agent Grant shall act as the EAG's secretary.

Subcommittees, at the direction of the EAG's Chairperson, may be established for the purpose of dealing with particular areas of concern.

Chapter 6: Meetings of the EAG

The EAG meetings shall be held at an established place accessible to the public. At the September meeting the EAG shall establish a meeting schedule for the next twelve-(12) months.

The EAG shall hold at least four (4) regularly scheduled meetings. Special meetings of the EAG may be called upon written request of the chairperson or any five (5) EAG members five (5) days prior to the date of the requested meeting. Any special meeting of the EAG, which are convened, shall be limited to discussion of an action upon the specific issue for which the meeting was called. All meetings of the EAG shall be held in compliance with Michigan's Open Meeting Act, 1976 PA 267, as amended. The EAG's secretary shall be responsible for insuring that meetings are held in compliance with said Act.

The EAG, for the purpose of conducting business at all EAG meetings shall consist of no less than 50% of total membership, including all EAG members or alternates.

All EAG meetings, regular and/or special, shall be conducted in accordance with Robert's Rules of Order, except where said rules of order conflict with any provision of the bylaws.

Chapter 7: Voting and Conflicts of Interest

Each member of the EAG shall have the right to vote on matters coming before the EAG at regular and/or specially scheduled meetings. At no time shall a EAG member exercise more than one vote on any matter. EAG members shall, at all times, conduct themselves in such a manner as to avoid conflicts of interest or the appearance thereof.

Chapter 8: Staff support for EAG

The EAG Administrative Grant Recipient office shall provide professional, technical, and clerical support to the EAG in matters relating to planning, operation, monitoring and evaluation of Career Preparation programs conducted in the Career Preparation Service Area with such funding. The EAG Administrative Grant Recipient shall provide other Career Preparation Act coordination related services as required by the EAG.

Chapter 9: Amendment Procedures

These bylaws may be amended only by resolution adopted by the EAG during a regularly scheduled meeting. Prior to any revision of said bylaws, all members of the EAG shall be notified in writing and be given opportunity to discuss said revision at the next regularly scheduled meeting following written notification.

Chapter 10: Termination of the EAG

The EAG shall remain in existence until such time that the MDE/MDCP eliminates such EAG's or until the Career Preparation Act is discontinued by the Michigan Legislature.

Chapter 11: Conflict

If there is any conflict between the ACT and the Regulations promulgated pursuant thereto and these bylaws, the Act and/or Regulations shall prevail. If any provision of these bylaws is held invalid, the remainder to the bylaws shall not be affected thereby.